

APPENDIX B - Preparation Guidelines for
Expenditure Authorization Project Report

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Use of Expenditure Authorization Project Report

The Expenditure Authorization Project Report (EA PR) is used for maintenance projects in the HM Program and for "Minor B" projects. These projects are not programmed in a programming document. However the EA-PR serves as the project initiation document and also the project approval document. Neither a Project Study Report (PSR) or a Project Report (PR) is required.

Report Format

The EA-PR is prepared using the standard Expenditure Authorization (EA) Form FA47 with the statement "This EA will serve as a Project Report" typed in the area for comments. An environmental statement should also be included, such as "This project is Categorically Exempt under Class 1 of the State CEQA Guidelines." An example is attached. This type of Project Report should be used for small or simple projects in the identified categories that are simple enough that the data required for the EA form will supply sufficient information to identify the limits, proposed work, cost, and fiscal year. Project approval is accomplished by the normal EA approval process.

EXPENDITURE AUTHORIZATION															PAGE 1 OF _____	
										(1) (2) F DIST.		(3) EXPENDITURE AUTHORIZATION		(4) SUBJOB		
										A		3				
<div style="display: flex; justify-content: space-between;"> <div>MAIL TO (5)</div> <div>WORK CLASSIFICATION (7) (8) (9) (10)</div> <div>DATE (11) (12)</div> <div>SUPPLEMENT (13)</div> </div>																
<div style="display: flex; justify-content: space-between;"> <div>ST. (5)</div> <div>UNIT (6)</div> <div>Y I (7)</div> <div>W H (8)</div> <div>F A (9)</div> <div>URBANS (10)</div> <div>RURALS (10)</div> <div>T F (11)</div> <div>C (12)</div> <div>DI. (13)</div> <div>RELATED EA. NO. (13)</div> <div>HOURS (14)</div> <div>ESTIMATE TOTAL DOLLARS (14)</div> <div>SOURCE (15)</div> </div>																
PROJECT DESCRIPTION—SHORT (16)																
PROJECT LOCATION—LEGAL (17)																
PURPOSE DESCRIPTION—LEGAL (18)																
<div style="display: flex; justify-content: space-between;"> <div>(19) C Y</div> <div>(20) AMEND DATE START CONST.</div> <div>(21) CONTR. ACCEPT. WORK COMPL.</div> <div>(22) FEDERAL AID PROG. NO.</div> <div>(22) AUTH. DATE</div> <div>(23) C TARGET DATE</div> <div>(24) EST. CONST. 1000's</div> </div>																
FEDERAL AID INFORMATION																
<div style="display: flex; justify-content: space-between;"> <div>(25) LOCATION</div> <div>(26) COUNTY</div> <div>(27) STATE ROUTE</div> <div>(28) OTHER</div> <div>(29) POST MILES LIMITS FROM TO</div> <div>(29) DIST. %</div> <div>(30) PARTICIPATING RATIO (0.01 %)</div> <div>(31) C D N</div> <div>(32) PROJECT NUMBER</div> </div>																
<div style="display: flex; justify-content: space-between;"> <div>(33) FUND IDENTIFICATION</div> <div>(34) F.Y.</div> <div>(35) PROGRAM</div> <div>(36) C. O. E.</div> <div>(37) B C</div> <div>(38) FUND APPROPRIATION A.S. FUND F.D. S.S.R.A.</div> <div>(39) AUTHORIZED AMOUNT</div> <div>(40) COST % DISTRIB.</div> <div>(41) CONTRIB. NUMBER</div> <div>(42) GRANT PH.</div> <div>(42) POST YEAR</div> </div>																
THIS AUTHORIZATION (43)																
<p>1994/95 Major Maintenance Program (HM1A)</p> <p>This E.A. will serve as a Project Report. The proposed work will . . .</p> <p>ENVIRONMENTAL</p> <p>This project is Categorically Exempt under Class 1 of the State CEQA guidelines..</p>																
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>RECOMMENDED:</p> <p>DISTRICT PROJECT CONTROL OFFICER _____ DATE _____</p> <p>_____ DATE _____</p> <p>_____ DATE _____</p> </div> <div style="width: 45%;"> <p>APPROVED:</p> <p>ACCOUNTING OFFICER _____ DATE _____</p> <p>DISTRICT APPROVED _____ DATE _____</p> <p>CHIEF PROJECT CONTROL OFFICER _____ DATE _____</p> </div> </div>																